

**PERSACTION Request for User Identification and Password
MANAGER/RESOURCE MANAGER**

FOR: PERSACT Data Base Administrator
Civilian Personnel Operations Center, Unit 29150, APO AE 09100
Fax to your local CPAC POC – see list on the INTERNET, address: <http://www.chrma.hqusareur.army.mil>

1. Request addition of user to PERSACT – if new user replaces a previous established user please enter name of user being replaced: _____
2. Request change of current PERSACT user information: _____
3. Request inactivation of PERSACT user: _____
4. User is a supervisor (supervisory duties are referenced in job description) or a military supervisor _____
5. Enter unit identification code (UIC) and organizational code – identifies records to be accessed: _____

Name/Rank

Title: _____

Enter complete organizational address: _____

Email Address/Phone Number _____

My purpose in PERSACT is (check one):

MANAGER Role

Create, request, and/or approval of personnel actions _____

RM Role

Review actions for proper Resource Management data _____

REQUESTED APPLICATIONS:

A. PERSACT INBOX

- CREATE

a request for personnel action (Part A, block 3 of SF-52 and Part 1, block 2 on AE 690-60A) _____

- EDIT

a personnel action request (i.e. change data that another user has entered) _____

- DELETE

a personnel action request _____

Signature Access Required:

- REQUEST (Manager)

a personnel action be taken (Part A, block 5 on SF-52 and Part 1, block 5 on AE 690-60A) _____

- AUTHORIZE (Manager/Supervisor Only – Not authorized to be delegated to Admin Personnel)

a personnel action request (Part A, block 6 on SF-52 and Part 1, block 8 on AE 690-60A) _____

- SF52 APPROVAL (RMO only) _____

B. REGIONAL (MANAGERS, SUPERVISORS or APPROVED PERSONNEL only)

provides electronic access to current employee and position data located in an OPF (e.g. adverse action, health benefits, leave, appraisal and performance data) – detailed info provided on 2nd page _____

C. COREDOC (MANAGERS/SUPERVISORS only)

provides automated job descriptions, performance management plan, KSAs (knowledges, skills, and abilities), for recruitment and basic training. _____

Please complete and sign page 2.

Human Resource Management Information Systems Division FUNCTIONAL IMPROVEMENT PROCESS (FPI) PASSWORD AGREEMENT

I understand that I am responsible for protecting my password and will comply with the instructions provided to me. Unclassified Sensitive delineates unclassified information requiring protection (secured) to ensure its availability or integrity. Personnel Management, Privacy Act data and FOR OFFICIAL USE ONLY information are included in this classification, therefore, **I will not divulge my password to other users** or share another user's password.

User:

1. I will report to the local CPAC PERSACT POC or the PERSACT Database Administrator (DBA) at HRMIS any problem I may encounter in password use or any misuse of passwords by others. IAW HQ USAREUR policy, by signing below, I certify that I have successfully completed the USAREUR Computer User's Test.

NAME: Last, First, M _____ Grade/Rank _____ Section _____ Phone _____

USER ID/PASSWORD: Will be provided by the PERSACT DBA after receipt of your signature on this document.

NOTE: It is HIGHLY recommended that you change your oracle password upon receipt. However, this will not change your signature password, only the oracle login password.

SIGNATURE: _____ DATE: _____

SUPERVISOR:

Access to PERSACTION is approved as requested on Page 1. IAW HQ USAREUR policy, by signing below, I certify that my employee has successfully completed the USAREUR Computer User's Test.

SUPERVISOR _____ DATE: _____

CPAC POC Verification:

SIGNATURE: _____ DATE: _____

Regional Access

NOTE: REGIONAL access is reserved for SUPERVISORS only. The only exceptions to this rule are people (limited!!!) who are the CIVILIAN PERSONNEL LIAISON's for the command. In those instances we require a justification (memorandum or email) from the XO or Commander/Director of the command requesting this access. The memorandum/email must be sent to HQ USAREUR, CPD (email:RisedenR@hq.hqusareur.army.mil). Once CPD approves the request the HRMIS Database Administrator will be notified and will establish a REGIONAL access.

Access to the REGIONAL Application is limited to authorized personnel only for the following reasons:

Revocation of access to the Regional Application is an interim measure until issues concerning possible violations of the Privacy Act of 1974, the German *Datenschutz*, as well as Data Protection Acts in the other countries, are resolved. We are currently working towards a solution with the HQ, DA Functional Automation Staff, who in turn have to coordinate with all other components. We realize what a great tool Regional is and sincerely regret the inconvenience to some users, especially in the RM arena. However, at the moment, granting access to anyone other than supervisors, would make us subject to employees' grievances, EEO complaints and could lead to possible investigations by the Office of Special Council and Congressionals. As soon as this issue is resolved all affected users will be informed accordingly.